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**City Clerk**

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**Appropriation: \$ 1,058,350**

The City Clerk's official functions require the office to maintain custody of City Council and all board, committee and commission minutes, ordinances and resolutions, all official contracts and other official records approved by the Governing Body; attend all meetings of the Governing Body, in accordance with state statute; set public hearing items to be considered by the Governing Body and publish adoptions of ordinances upon passage; furnish copies of public records upon request; and prepare City Council packets twice monthly. Other functions of the City Clerk include:

<u>Administration</u> - To oversee and maintain an accessible public records storage system of proceedings of the Governing Body as well as all its committees and city departments	\$ 464,223
<u>Elections</u> - To administer and conduct the City of Santa Fe 2004 municipal elections	67,406
<u>Records Management</u> - To continue to create and implement reliable, efficient and cost-effective records management programs	119,463
<u>Graphics</u> - To provide graphic design and consultation services for all city departments and act as city liaison for graphic services	110,377
<u>Duplicating Services</u> - To provide copy services for all city departments, reproduce and bind City Council and major committee and department reports, and maintain the copy machines in good working order	163,639
<u>Mail and Delivery Service</u> - To provide for the most efficient and cost-effective distribution and collection of city mail, memoranda and other materials to all city offices	<u>133,242</u>
	\$ 1,058,350

2002/03 Operational Highlights:

- Purchased and installed a bulk mail bar coding system to allow increased postage cost savings.
- Designed and produced a new Spanish Renter's Guide color booklet for local and national distribution.
- Created a new color Parks & Recreation Activity Guide that encompassed activity schedules over a nine-month period.
- Developed interactive forms for city departments to use for duplication requests.

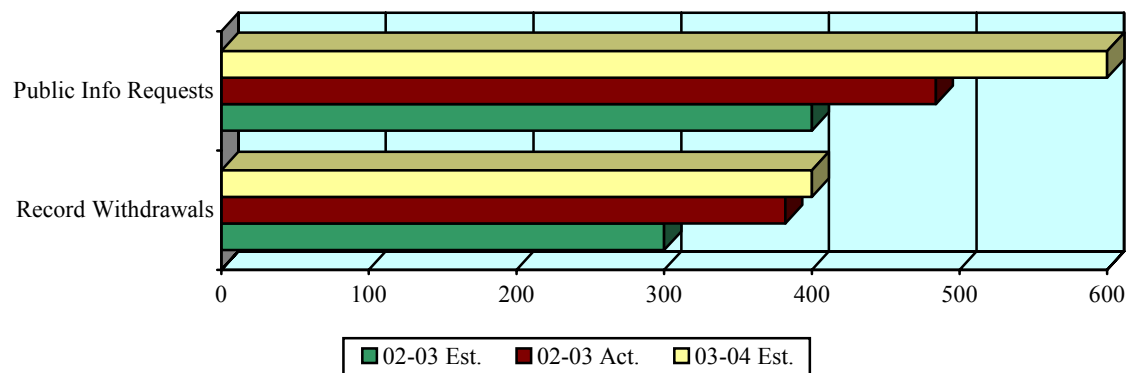
### 2003/04 Goals and Objectives:

- Plan and implement conversion of archived city documents from microfilm to electronic document imaging.
- Administer and conduct the March 2, 2004 Municipal Election, including verification and certification of nominating petitions for candidates.
- Research the potential effectiveness and time/cost efficiency of providing City Council packets on CD-ROM discs rather than in paper format.
- Increase the amount of bar coded automated mail to increase bulk mail savings.

### Budget Commentary:

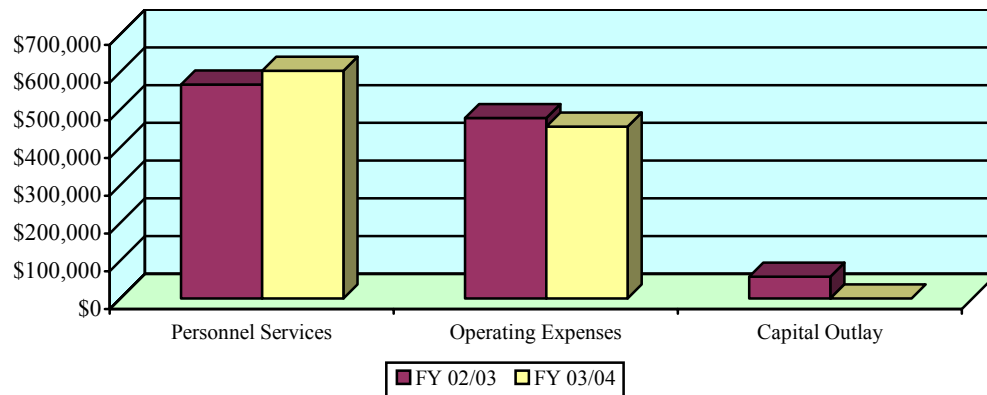
The General Fund provides the funding support for the City Clerk's FY 2003/04 operating budget of \$1,058,350. This includes salaries and benefits for 11 employees; maintenance and repair contracts of \$75,225 for the duplicating machines; postage and shipping expenses for city departments; and stenographer services and other professional contracts in the amount of \$110,000.

<u>Standard Program Measurements:</u>	<u>02/03 EST.</u>	<u>02/03 ACTUAL</u>	<u>03/04 EST.</u>
1. Number of information requests for public records	400	484	600
2. Boxes of records stored	1,050	1,045	1,000
3. Individual records/images microfilmed	90,000	85,339	90,000
4. Record withdrawals	300	382	400
5. Boxes of records destroyed	1,250	2,115	1,250
6. Duplication requests completed	1,900	1,934	2,280
7. Bulk mail savings	\$10,000	\$2,900	\$12,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
City Clerk	1 – EX	1 – EX
Assistant City Clerk	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Duplicating Supervisor	1 – CLFT	1 – CLFT
Duplicating Technician	2 – CLFT	2 – CLFT
Graphic Artist	1 – CLFT	2 – CLFT
Graphic Artist Senior	1 – CLFT	0 – CLFT
Microfilm Technician	1 – CLFT	0 – CLFT
Office Manager	1 – EX	1 – EX
Records Management Specialist	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	12	11

#### EXPENDITURE CLASSIFICATION



	<u>FY 02/03 REVISED</u>	<u>FY 03/04 APPROPRIATION</u>
Personnel Services	\$ 566,725	\$ 603,232
Operating Expenses	477,685	455,118
Capital Outlay	<u>57,400</u>	<u>0</u>
TOTAL:	\$ 1,101,810	\$ 1,058,350